

RECREATION PROGRAMS SPECIALIST

GRADE: 16

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Recreation Programs Specialist performs intermediate paraprofessional and responsible administrative work in support of camps and class programs. The incumbent has regular contact within the department and supplies information on specialized matters to the general public including parents of program participants. The physical demands are light and the working conditions are good. The work is directed by a Recreation Program Supervisor and uses standardized administrative practices. The incumbent participates with other staff in program development, service delivery and supervision of temporary staff.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Handles inquiries and complaints for class and camp programs.
- Maximize registrations for class and camp programs through administration of withdrawals, transfers, cancellations and waitlists.
- Organizes and inventories supplies and keys for camp and class programs and writes work orders as needed.
- Handles mailings to participants and instructors.
- Assists with publicity of programs.
- Reviews and compiles camp and class participant evaluations, fee comparisons,

and demographics.

- Assists with reference checks on part-time staff.
- Organizes and compiles training information for camp staff notebooks and manuals.
- Assists with field trip planning and booking for camps.
- Coordinates First Aide /CPR training for camp staff and ensure staff are notified.
- Updates and mails camp staff contracts and camp first day letters as scheduled.
- Assists in the planning, development, organization, and supervision of recreation programs.
- Assists in recruitment, training and supervision of part time recreation personnel.
- Assists with interviewing, scheduling, fingerprinting, and paperwork for new part time hires.
- Assists with special events as needed within the class /camp division
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in recreation administration or related field and some experience in contracting and coordinating entertainment for both small and large events. Must have appropriate driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Knowledge of proper rules and procedures to be followed when contracting entertainment.
- Knowledge in aspects of event promotion such as marketing and advertising.
- Excellent skill in organization and record keeping.
- Ability to direct the activities of regular and temporary staff before, during and after an event.
- Ability to represent the City of Rockville in a professional manner.
- Ability to communicate effectively with the public, entertainers, vendors and staff members.
- Ability to communicate effectively both in writing and orally.